

SUBPART B - AUTHORIZATION

480.11

480.10 Policy for Requesting Overtime Authorization or Compensatory Time

Area Conservationists are hereby authorized to receive compensatory leave for attendance at the Soil Conservation District Boards of Supervisors meetings.

All other employees are encouraged to attend District and other meetings important to their jobs, but are not required to attend. Requests for overtime and compensatory time off for attending meetings will be reviewed and approved by the State Conservationist on a case-by-case basis.

Any employee, except as noted in paragraph 1, must have prior approval from the State Conservationist for overtime pay or compensatory leave subject to the following conditions:

(1) Generally, employees paid more than the maximum schedule rate for GS-10 may request only compensatory leave. However, in some rare instances, overtime pay may be approved on an individual-case basis.

(2) employees paid equal to or less than the 10th step of GS-10 may request either overtime pay or compensatory leave.

480.11 Content of request

Requests for authorization to work overtime are to be submitted by the employee to his/her supervisor. The request should include the reason for the overtime; the approximate hours of overtime anticipated; if for the performance of project related work, the contractor's work schedule; the form of compensation requested, i.e., either overtime pay or compensatory leave; and recommendations at all higher levels of supervision (supervisor to area conservationist to principal staff member).

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